.02 Organizing Paper Case Files - Case File Format - Side One, Left - Program Compliance (tab one)

REVISION 05
(07/01/08 – 09/30/08)

Place the following information in the case file under the Program Compliance tab:

- Report of Overpayment (OP) (FA-529) form

  NOTE   Place a copy of the FA-529 and supporting documentation in the historical case file. The FA-529 remains in the active case file until the OP is paid in full or repayment is suspended.

- Intentional Program Violation (IPV)
- Personal Responsibility Agreement (PRA) (FA-264) form
- Drug convictions and crossmatches
- Arizona Fingerprint Imaging Program (AFIP) verification
- EBT alternate card holder and card issuance forms
- WIA and Tribal NEW referrals